

AMHS Commercial/Dangerous Cargo Manifest Instructions

The combined *AMHS Commercial /Dangerous Cargo Manifest* form should be used for all commercial vans or containers. This form is easiest to use in its electronic form (Excel) but enough space is provided to fill in blank printed forms by hand. One form will be filled out for each container.

The top third of the form is to be completed for all commercial vans or containers whether they contain hazardous material or not.

Starting at the upper right hand corner of the form; "Date Prepared" is self explanatory. Top row is for the commercial shipper's information; "Shipping Company", "Prepared by" including printed name with signature and "Phone #" is self explanatory. Second row is container or van information; "Container #", "Cntnr Wt: Empty/Cargo/Gross" and "Length", all refer to the single commercial container. Weights should be in pounds and length in feet. Row three is ports. "Origin Port" and "Destination" should be filled in for all containers. "Origin Port" is the AMHS terminal where the container originally boards the ferry. "Interim Port" only needs to be filled in if the container is going to be repacked at any ports enroute its "Destination". Row four is "Seal #"(s). "Seal # (1) must always be provided. Additional seal numbers only need to be filled in if the container is opened enroute; such as when being repacked at an "Interim Port". Initials of the shipper repacking the container at interim ports must be included to the right of the new seal number. The next three rows are AMHS vessel information. The box in front of the appropriate vessel should be marked with an "X". The row under the vessels contains a "Hazardous Material" box and a "Date Shipped" blank. Mark "Y" if there is hazardous material or "N" if there is not. "Date Shipped" refers to the date the container will depart from the origin port aboard the ferry. If no hazardous material is being shipped, that is all of the form that will need to be completed.

If Hazardous Material is being shipped, each hazardous item must be listed in the rows on the lower part of the form.

The first four columns in the "Dangerous Cargo Manifest" portion of the form show "True Shipping Name" "Classification", "UN or NA Number" and "Label" which should all be verbatim from the "Hazardous Materials Table" (HMT) (49 CFR 172.101) for that substance. The next three columns lists "Number of Pkgs", "Type of Package" and "Weight (Lbs)" and should be self explanatory. The eighth column is to indicate the "**Stowage**" and **this item is critical!** This information is found in column 10A (Vessel Stowage) of the "Hazardous Materials Table (49 CFR 172.101) for that substance. Since AMHS vessels carry passengers, **only items listed as "location" "A" or up to 1,000 lbs of material listed as "location" "B" may be carried.** This 1,000 lbs limit is combined weight of all the hazardous materials listed as "B" enclosed in the shipping van or container. **Note:** Ensure the **proper "PG"** (packing group) is referred to when looking up the item in the HMT, **it will make a difference!** Columns 9 and 10 are self explanatory. Column 11 is "Emergency Phone Number" and refers to the emergency response telephone number for that material. This is required by DOT and is usually found on the material's documents, packing slips, etc. Column 12 "Additional Information" is reserved for any special notes or handling instructions for that material.

Finally, the bottom right hand corner is reserved for the Loading Officer's signature. That person must be a Licensed Deck Officer. A second blank for Loading Officer is provide and needs to be signed only if the container is opened at an interim port with a different loading officer present.